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#### **ELECTRONICALLY FILING A PLEADING**

To electronically file a document on a civil case designated for e-filing with the Superior Court, the Clerk's Office E-Filing application may be utilized. The following sections detail how to complete an electronic filing utilizing this filing interface.

## Become a Registered User

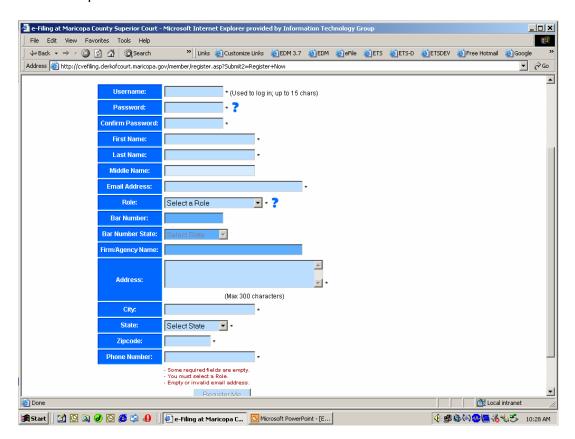
1. In order to e-file, you must first register as a user in the system. To access the application and register as a user, go to the following URL:

http://efiling.clerkofcourt.maricopa.gov

- **2**. The E-Filing home page contains some useful information regarding the application and applicable court rules and administrative orders. Be sure to review this page prior to registering.
- 3. Click on the Sign In / Register button.
- 4. If you have not already registered, click on the **Register Now** button.
- **5**. Complete the registration form in its entirety. Be sure to choose a username and password you will remember.

**Note:** At any time, you may click on the **?** icon next each field on the registration from. By doing so, you will launch a small window containing helpful hints on how to fill out the registration form.

**6**. Be sure to select a **Role** that is appropriate. If you are an attorney, select the **Attorney** role. By doing so, you'll be required to enter your **Bar State** and **Bar Number**. For any other role selected, the **Bar State** and **Bar Number** fields will not be required.



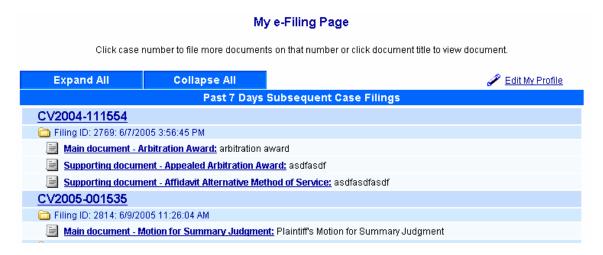
- 7. Once the form is completely filled out, click on the **Register Me** button.
- **8**. You'll now be directed to a screen indicating there is one step left in the registration process. To finish registration, you must check your Inbox on the email account you entered on the registration form, and click the link contained in that email.
- **9**. Once you click the link contained in your registration confirmation email, you'll be directed back to the e-filing application site and receive a confirmed user message on the screen. To begin e-filing, click on the **Login Now** button.

#### Login

- 1. To login, click on the **Sign In / Register** button on the E-Filing home page.
- **2**. From here, simply enter your Username and Password, then click the **Log Me In** button.

## My E-Filing Page

1. Once logged in, you'll be directed to the **My E-Filing** page. You may also access the **My E-Filing** page at any time by click the **Go to My E-Filing Page** link in the upper right hand corner of the screen.



- 2. The My E-Filing page provides the user a list of filings submitted within the past seven days. The intent of the screen is to provide the user with a ready list of recent e-filings for immediate review. Filings on the page are grouped by the Case Number they were filed on.
- **3**. By clicking on the **Collapse All** button, the page will collapse the list of filings to only display case number.
- **4**. By clicking on the **Expand All** button, the page will expand the list of filings to display the filing details for each filing under each case number.
- **5**. By clicking on a **Document Title** when viewing a filing, a new window will be launched to display the document that was filed.

**6**. By clicking on a **Case Number** you will be launched into the filing process, described in the section below, and the case number will default to the case number you clicked on. This provides a quick way to file a new document on a case number that already exists on the **My E-Filing** page.

#### Edit User Profile

- 1. To edit your user profile and change information your account information (i.e. email address, password, etc ...) go to the My E-Filing page and click on the **Edit My Profile** link.
- **2**. On the Edit Profile screen change any information necessary and click on the **Update Profile** button.

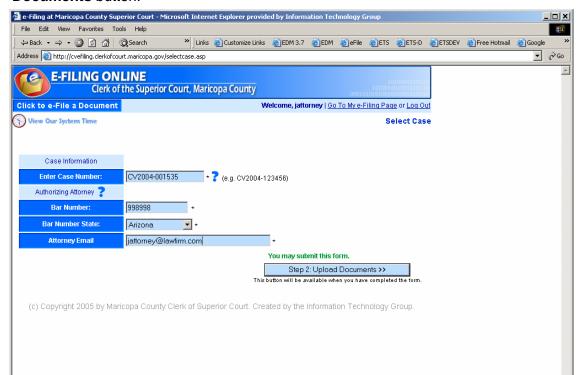
**Note:** To change your password re-enter it in the fields provided. If you do not wish to change your password, leave the password fields blank.

### Submit an E-Filing

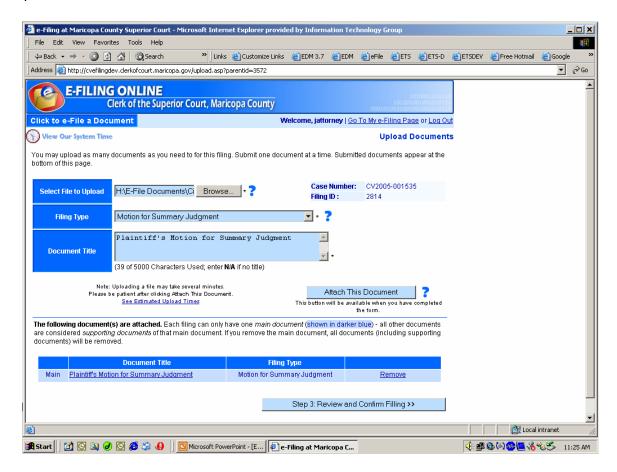
- 1. To begin the process of e-filing a document, click on the Click to e-File a **Document** button on the upper left hand corner of the screen, or to e-file a document on a case number that already exists on your My E-Filing page, click on the desired case number.
- **2**. The first screen in the E-Filing process requests some basic information about the filing. First, enter the **Case Number** you would like to file on.

**Note:** At any time, you may click on the ? icon next each field on any screen. By doing so, you will launch a small window containing helpful hints on how to complete your filing.

3. Next, you'll need to enter information about the attorney who is authorizing this filing. If you are registered as an attorney, this information will default to the information submitted during the registration process. If you are registered as any other role, you will be required to enter the attorney's Bar Number, Bar State, and Email Address that is authorizing the filing. Click on the Step 2: Upload Documents button.



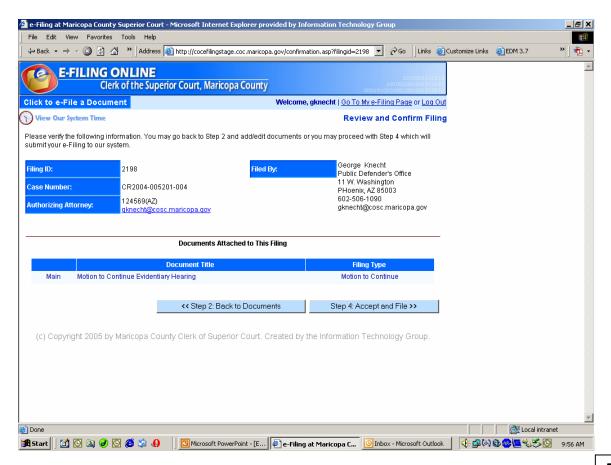
- **5**. The second screen allows you to select an upload the documents you would like to file, and indicate what type of filing it is. To do so, the first step is to click the **Browse** button next to the Select **Filing to Upload** field. By doing so, you may browse your local PC to find and select the electronic file (i.e. Word Document, PDF document, Excel Document, etc ...) that makes up your filing. Double click on that document, once found, to add it to the filing.
- **6**. Next, select the **Filing Type** of the document from the drop down box.
- **7**. Next, enter the **Document Title**. This would typically be the title that appears to the right of the case caption on the actual document.
- **8**. Finally, click on the **Upload Document** button. Upon doing so, you'll notice that a table listing the document you just uploaded will display in the lower portion of the screen.



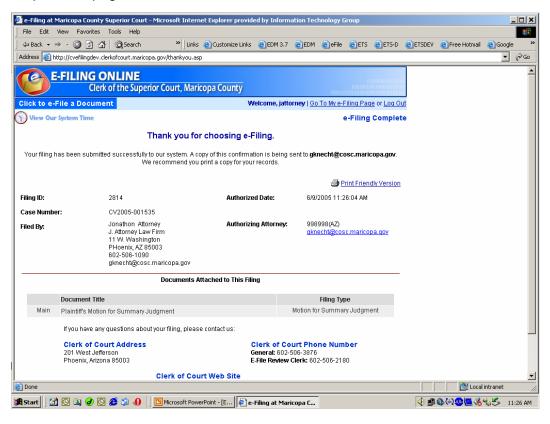
- **9**. Some filings may require that you upload more than one document, for example, a Motion that contains Exhibits. If this is the case, simply repeat steps 5 through 7. You may repeat these steps as many times as necessary to make sure all documents needed are submitted with the filing.
- **10**. In the table that lists each of the documents attached to the filing, you'll notice a **Remove** link. If you accidentally uploaded a document you shouldn't have, you can click the **Remove** link to delete that document.

- 11. Also available in the table that list each of the documents attached to the filing is a **Make Main** link. The first document uploaded is always defaulted to the Main document, or the document containing the first page of the filing that will receive a file stamp once accepted by the Clerk of the Court. If the first document you uploaded is not the Main document, you may click the **Make Main** link on the document that is in order to make it the Main document. The original main document will simply switch to a supporting document.
- **12**. Once all documents are uploaded and organized correctly, click on the **Step 3: Review and Confirm Filing** button.

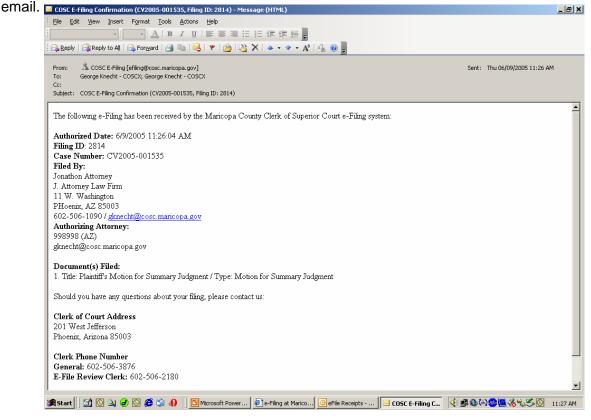
**13**. The next screen will provide you with a detailed view of all the information you've just submitted with your filing. If anything on this screen is incorrect, you may click on the **Step 2**: **Back to Documents** button to make any corrections. If everything looks good, click on the **Step 4**: **Accept and File** button.



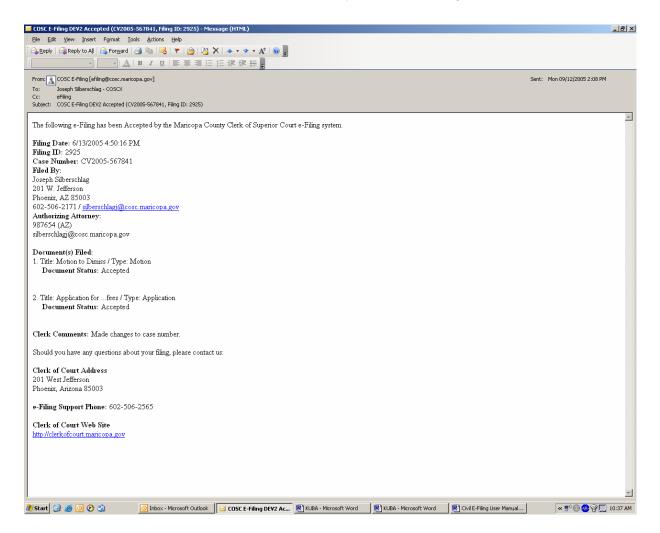
**14**. The last screen will provide you a printable receipt of your filing. You may choose to print this page.



**15.** You will also receive an email receipt immediately upon submitting your filing, stating that your filing has been "received." It will contain the same identifying information as the screen shot above. Below is an example of the "received"



**16.** You will also receive a second email receipt stating that your filing has been "accepted." This email ("accepted") will serve as your proof of filing.





# **USEFUL WEBSITES & INFORMATION**

 Civil E-Filing Online <u>TEST Site</u> – Clerk of Superior Court, Maricopa County http://cvefilingdev.clerkofcourt.maricopa.gov

- ❷ Civil E-Filing Online <u>LIVE Site</u>\* Clerk of Superior Court, Maricopa County
- ★ Available on June 20, 2005 for actual Civil E-Filing, for designated cases in Judge Swann's division.

https://efiling.clerkofcourt.maricopa.gov/main.asp

**©** Case History

http://www.superiorcourt.maricopa.gov/docket/civil/caseSearch.asp

**O** Clerk of Court Public Site

http://www.clerkofcourt.maricopa.gov/

**6** E-Ventures on the Clerk of Court Public Site (Technology being used in Superior Court)

http://www.clerkofcourt.maricopa.gov/ebusiness/default.asp

**6** For Arizona Revised Statutes

http://www.azleg.state.az.us/

To review local rules and procedures

http://www.supreme.state.az.us/rules/

© Contact information to sign up for MEEDS (Minute Entry Electronic Distribution System)

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